



DITCHLING PARISH COUNCIL

Ditchling Village Hall 18 Lewes Road Ditchling East Sussex BN6 8TT
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Minutes of the Ditchling Parish Council Meeting held at Ditchling Village Hall, Ditchling on Monday 25 April 2022 at 7.00pm

Present: Cllrs McBeth (Chairman), Sansom, Farrands, Rowling, Barna and Ingham.

Sarah Mamoany (Clerk), Derek Blackhall (Deputy Clerk).

Public Participation:

2 members of the public

No members of the public spoke at the meeting.

1.	Declarations of Interest – Cllr. Rowling declared a non-pecuniary interest in agenda item 9.4.	
2.	Apologies of absence – Apologies were received from Cllr. Madden and MP Maria Caulfield.	
3.	To approve the minutes of the Parish Council meeting held on the 28 March 2022 The minutes of the meeting held on the 28 March 2022 were resolved and duly signed by the Chairman as an accurate record of the meeting.	
4.	Actions from previous minutes It was noted that ESCC are providing a sample lantern for the Council to consider and it will be available in the Parish Office to view between 10-12 noon on the 11 May. The Ditchling Society have been invited to view the lantern as well. The tree survey is being carried out this week. The large conifer in the car park that was damaged in the storm has been reported as needing urgent work, as this was a high risk area, the Clerk instructed for the work to be completed due to health and safety.	
5.	Clerks Report The Clerk had circulated her report prior to the meeting to all Councillors.	
6.	Planning The Council resolved the following comments: 6.1 SDNP/22/01555/HOUS - South Tile Barn Beacon Road Ditchling BN6 8XB - Proposed first floor extension to the side of the property – no comment. 6.2 SDNP/22/01586/HOUS & SDNP/22/01587/LIS - 9 South Street Ditchling BN6 8UQ - Replacement of 7no timber sash windows to front/east elevation- no comment. 6.3 SDNP/22/01599/HOUS - 39-41 High Street Ditchling BN6 8SY - Removal of rear single storey extension and replacement with single storey dual pitched extension with modifications to rear and side window - The Council object to the application as it is contrary to Policy CONS 2 of the Ditchling Street and Westmeston Neighbourhood Plan. The application due to its proposed height and scale and proximity to the neighbouring property will cause loss of amenity, light and visual impact.	

	<p>6.4 SDNP/22/01426/TCA -78 East End Lane Ditchling BN6 8UR - single silver birch tree - reduce and reshape crown by approx 0.8m – no comment.</p> <p>6.5 LW/22/0219 - Unit 1 The Old Grain Store Ditchling Common Industrial Estate Folders Lane East Ditchling BN6 8SG - Roller shutter to be reduced in height and a new window to be installed in the south elevation at first floor – no comment.</p> <p>6.6. Any other applications received since publication of agenda No applications were received.</p>	
7.	<p>Car Park Update</p> <p>7.1 It was reported that the project had created a lot of interest via the Contracts Finder website notice, although at this stage the Clerk was not aware how many completed tenders had been received by Gould Baxter. The recommendation report will be available w/c 2 May and it was suggested a working party meeting was arranged to review the documentation in the first instance. This was arranged for the 9 May at 6pm with Cllr. Ingham, McBeth and Jones attending with the Clerk. Funding streams still have to be confirmed for the final project costings.</p>	Cllr. Ingham/ McBeth/ Jones/ Clerk
8.	<p>Beacon Parish Traffic Group</p> <p>8.1 Update on traffic consultancy project. It was reported that the sewer works had been completed and the survey work would commence on the 3rd May 2022. The Council resolved the minor amendment to the costs at £3,677.52.</p>	
9.	<p>Finance</p> <p>9.1 To receive the bank reconciliations The bank reconciliations for the 31.03.2022 were circulated and resolved.</p> <p>9.2 To approve the schedule of payments for April 2022 The schedule of payments was circulated and the payments amounting to £10,570.48 were resolved by the Council.</p> <p>9.3 To review and approve the fixed asset register 31 March 2022 The Council approved the fixed asset register with no amendments and this was resolved.</p> <p>9.4 To consider grant application to the Turner Dumbrell Foundation The Council resolved that they would not submit an application this year.</p>	
10.	<p>Insurance</p> <p>10.1 To consider insurance quotes The Council's insurance expires on the 31 May and the Clerk has not received any quotes to date. Due to the next meeting being held on the 30 May it was resolved that the Clerk in consultation with the Chairman and Vice Chair would agree the renewal so that the cover was in place and would report back at the May meeting.</p> <p>The Clerk had obtained a quote for a desk top survey of the Council's building assets in relation to rebuild costs as it has recently been highlighted that these costs have increased substantially due to the increases in materials. The cost of this was £130, plus VAT and the Council resolved to proceed with this.</p>	
11.	<p>Recreation Ground and Burial Ground</p> <p>11.1 To consider quotations for maintenance of football pitch from sports ground contractors. Cllr. Sansom and Cllr. Farrands had met with two sports pitch ground contractors and on the basis of the Pitch Maintenance Report had been provided with quotes to carry out pre-season and in-season maintenance, including sanding, slitting/verti-drain, seeding, fertilizing, line marking and mowing. It was noted that the mowing was carried out by another contractor and costs could be reduced on this basis and the Council resolved to accept the quote from contractor B for the sum of £12,790. The Clerk was also requested to clarify the cost of the line marking to see if this could be reduced. The Clerk queried the Parish Council paying for the line marking and perhaps it was something the</p>	

	<p>clubs who use the facilities should be paying for. The Clerk will so some research on what other Parish Councils charge in relation to football pitch facilities.</p> <p>11.2 To consider use of pitch by clubs for the 2022/23 season. Cllr. Sansom advised that Plumpton Athletics Juniors were currently still interested in using the facilities in addition to Ditchling Football Club. However, they are looking for assurance from the Council that the pitch will be available and it was suggested that a meeting is held with the Recreation Ground Committee members to discuss how we can proceed further with setting up arrangements. It was noted that the Philipson Trust were keen to get youth football being played on the facilities. Cllr. Sansom will contact the representative of Plumpton Athletics Juniors to discuss the matter further and how we can move it forwards.</p> <p>11.3. To sign Deed of Grant requests. The Council resolved the deed of grant purchase for a burial plot.</p> <p>11.4 To consider request for memorial bench/tree The Clerk had received a request for a memorial bench which had been approved by the Council in 2017, but never installed. The applicant now wishes to proceed with the memorial bench and submitted a formal application for a bench to be located at the bottom of the Garden of Remembrance with a plaque and engraving. The Council resolved the application. The Clerk had circulated an email from a resident who wished to plant a tree as a memorial to a relative. The Council considered this and due to the number of trees that have recently been planted, suggested that the resident could adopt one of the new trees that had been planted along the burial ground driveway. If they wished to put a plaque they would have to apply to the Council for approval and give details of the plaque and wording.</p>	<p>Clerk</p> <p>Cllr. Sansom</p> <p>Clerk</p> <p>Clerk</p>
12.	<p>Dame Vera Lynn 12.1 To consider memorial to Dame Vera Lynn Due to the fact this has not moved forwards it was suggested that a meeting is requested with the family to discuss the matter and how it can be moved forwards. The Clerk will arrange a meeting and Cllr. Barna offered to attend. Correspondence was circulated received from the Village Hall Committee to clarify the position on idea involving the hall which had previously been discussed.</p>	<p>Clerk/ Cllr. Barna</p>
13.	<p>Street Lighting 13.1 To consider costs for repairs to street lighting The Clerk was awaiting further information from ESCC.</p>	
14.	<p>Queens Platinum Jubilee 14.1 Update from working party including event plans, promotion and associated costs The Deputy Clerk updated the Council on the current event plans and noted that to date Cllr. Jones who has taken on the role of Chief Steward had not been able to provide a list of 12 stewards. The event could not proceed if we did not have this number due to health and safety regulations and this had been requested by the Turner Dumbrell Foundation as a condition for letting us use the site. Cllr. Rowling advised she would look at finding volunteers and would liaise with the Deputy Clerk. A site meeting will be arranged once the list of stewards is confirmed to discuss setting up the site etc.</p>	<p>Cllr. Rowling</p> <p>Clerk</p>
15.	<p>Correspondence & Consultations 15.1 Update from MP – The Clerk had circulated the update sent by Maria Caulfield. 15.2 Correspondence from resident regarding pathways on recreation ground A resident had previously enquired in February 2021 about the possibility of the Council providing a pathways around the edge of the Recreation Ground to improve all year round access to the facilities and they had contacted the</p>	

	Council again regarding this matter. The Council agreed that currently they were not in a position to make any decisions of this project as the car park had not been completed, but it would be added to the potential pipeline of projects to be discussed in the future.	Clerk
16.	Written and verbal reports by representatives 16.1 Village Hall Management Committee – no comments. 16.2 Ditchling Village Association – no comments. 16.3 Ditchling Pavilion Club – no comments. 16.4 Lewes District Association of Local Councils – Cllr. McBeth advised that a meeting was due to be held on the 10 May.	
17.	Future meeting dates and items for future agenda Annual Parish Council Meeting 30 May 2022 at 7pm Cllr. McBeth advised he would be standing down as Chairman at the next meeting.	

The meeting closed at 20:11hrs.

Schedule of Payments for April 2022

Date Paid	Payee Name	Amount Paid	Transaction Detail
31.03.22	Surrey Hills Solicitors	£1,134.00	Legal fees
06.04.22	ESALC Ltd	£644.70	ESALC/NALC Membership fees
04.04.22	Panda	£23.49	Anti-virus software
05.04.22	Karen Hobden Text & Graphics	£60.00	Artwork for Council posters
06.04.22	Bright Pay	£70.80	Payroll software
01.04.22	Lewes District Council	£33.60	Bin emptying
01.04.22	Lewes District Council	£42.00	Bin emptying
01.04.22	Ditchling Village Hall	£35.75	Hall hire fees
01.04.22	Lewes District Council	£33.60	Bin emptying
25.04.22	Staff Salaries	£1,815.92	April salaries
25.04.22	HMRC	£508.98	April PAYE
25.04.22	East Sussex Pension Fund	£483.18	Staff pensions
01.04.22	East Sussex County Council	£4,942.87	Maintenance/supply contract street lights
01.04.22	Lewes District Council	£280.80	Dog bin empty charges
13.04.22	Cllr. M Madden	£49.99	Expenses - printer cartridge
01.04.22	Lewes District Council	£91.00	Burial ground waste bin emptying
25.04.22	Falon Nameplates	£103.80	Memorial plaque
24.04.22	Bonnyswood	£216.00	conifer tree work - urgent for safety
		£10,570.48	